

**STANDARD ENCROACHMENT PERMIT APPLICATION**

TR-0100 (REV. 01/2004)

Permission is requested to encroach on the State highway right-of-way as follows:

**(Complete all BOXES [write N/A if not applicable])**

This application is not complete until all requirements have been approved.

<b>1. COUNTY</b>		<b>2. ROUTE</b>		<b>3. POSTMILE</b>	
<b>4. ADDRESS OR STREET NAME</b>				<b>5. CITY</b>	
<b>6. CROSS STREET</b> (Distance and direction from site)				<b>7. PORTION OF RIGHT-OF-WAY</b>	
<b>8. WORK TO BE PERFORMED BY</b> <input type="checkbox"/> OWN FORCES <input type="checkbox"/> CONTRACTOR				<b>9. EST. START DATE</b>	
<b>10. EST. COMPLETION DATE</b>					
<b>11. EXCAVATION</b>	MAX. DEPTH	AVG. DEPTH	AVG. WIDTH	LENGTH	SURFACE TYPE
<b>12. EST. COST IN STATE R/W</b>					
<b>13. PIPES</b>	PRODUCT TYPE		DIAMETER	VOLTAGE / PSIG	<b>14. CALTRANS PROJECT E.A. NUMBER</b>

15. ☐ Double Permit      Parent Permit Number \_\_\_\_\_

Applicant's Reference Number / Utility Work Order Number \_\_\_\_\_

16. Have your plans been reviewed by another Caltrans branch? NO ☐ YES ☐ (If "YES") Who? \_\_\_\_\_

17. Completely describe work to be done within STATE highway right-of-way :

Attach 6 complete sets of **FOLDED** plans (folded 8.5" X 11" [216 mm X 280 mm]), and any applicable specifications, calculations, maps, etc. All dimensions shall be in dual units (English and metric), **OR** exclusively in metric units.

18. Is a city, county, or other agency involved in the approval of this project?

☐ YES (If "YES", check type of project and attach environmental documentation and conditions of approval.)☐ COMMERCIAL DEVELOPMENT   ☐ BUILDING   ☐ GRADING   ☐ OTHER \_\_\_\_\_☐ CATEGORICALLY EXEMPT   ☐ NEGATIVE DECLARATION   ☐ ENVIRONMENTAL IMPACT REPORT   ☐ OTHER \_\_\_\_\_☐ NO (If "NO", please check the category below which best describes the project, and complete page 4 of this application.)☐ DRIVEWAY OR ROAD APPROACH, RECONSTRUCTION, MAINTENANCE, OR RESURFACING☐ FENCE☐ PUBLIC UTILITY MODIFICATIONS, EXTENSIONS, HOOKUPS☐ MAILBOX☐ FLAGS, SIGNS, BANNERS, DECORATIONS, PARADES AND CELEBRATIONS☐ EROSION CONTROL☐ OTHER \_\_\_\_\_☐ LANDSCAPING19. Will this project cause a substantial change in the significance of a historical resource (45 years or older), or cultural resource? ☐ YES ☐ NO  
(If "YES", provide a description)20. Is this project on an existing highway or street where the activity involves removal of a scenic resource including a significant tree or stand of trees, a rock outcropping or a historic building? ☐ YES ☐ NO (If "YES", provide a description)21. Is work being done on applicant's property? ☐ YES ☐ NO (If "YES", attach site and grading plans.)

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22. Will this proposed project require the disturbance of soil within highway right-of-way? ☐ YES ☐ NOIf "YES", estimate the area in square feet **AND** acres: \_\_\_\_\_ (ft<sup>2</sup>)  
\_\_\_\_\_ (acres)23. Will this proposed project require dewatering? ☐ YES ☐ NO

If "YES", estimate daily volume in gallons per day: \_\_\_\_\_ (gpd)

24. How will any storm water or ground water be disposed of from within or near the limits of this proposed project?

☐ Storm Drain System ☐ Combined Sewer / Storm System ☐ Storm Water Retention Basin☐ Other (explain): \_\_\_\_\_PLEASE READ THE FOLLOWING CLAUSES PRIOR TO SIGNING THIS ENCROACHMENT PERMIT APPLICATION.

***The applicant, understands and herein agrees to that an encroachment permit can be denied, and/or a bond required for non-payment of prior or present encroachment permit fees. Encroachment Permit fees may still be due when an application is withdrawn or denied, and that a denial may be appealed, in accordance with the California Streets and Highways Code, Section 671.5. All work shall be done in accordance with Caltrans rules and regulations subject to inspection and approval.***

***The applicant, understands and herein agrees to the general provisions, special provisions and conditions of the encroachment permit, and to indemnify and hold harmless the State, its officers, directors, agents, employees and each of them (Indemnitees) from and against any and all claims, demands, causes of action, damages, costs, expenses, actual attorneys' fees, judgments, losses and liabilities of every kind and nature whatsoever (Claims) arising out of or in connection with the issuance and/or use of this encroachment permit for: 1) bodily injury and/or death to persons including but not limited to the Applicant, the State and its officers, directors, agents and employees, the Indemnities, and the public; and 2) damage to property of anyone. Except as provided by law, the indemnification provisions stated above shall apply regardless of the existence or degree of fault of Indemnities. The Applicant, however, shall not be obligated to indemnify Indemnities for Claims arising from conduct delineated in Civil Code Section 2782.***

***DISCHARGES OF STORM WATER AND NON-STORM WATER: Work within State highway right-of-way shall be conducted in compliance with all applicable requirements of the National Pollutant Discharge Elimination System (NPDES) permit issued to the Department of Transportation (Department), to govern the discharge of storm water and non-storm water from its properties. Work shall also be in compliance with all other applicable Federal, State and Local laws and regulations, and with the Department's Encroachment Permits Manual and encroachment permit. Compliance with the Departments NPDES permit requires amongst other things, the preparation and submission of a Storm Water Pollution Protection Plan (SWPPP), or a Water Pollution Control Program (WPCP), and the approval of same by the appropriate reviewing authority prior to the start of any work. Information on the requirements may also be reviewed on the Department's Construction Website at:***

<http://www.dot.ca.gov/hq/construc/stormwater1.htm>

25. NAME of APPLICANT or ORGANIZATION (Print or Type)

E-MAIL ADDRESS

ADDRESS of APPLICANT or ORGANIZATION WHERE PERMIT IS TO BE MAILED (Include City and Zip Code)

PHONE NUMBER

FAX NUMBER

26. NAME of AUTHORIZED AGENT / ENGINEER (Print or Type)

IS LETTER OF AUTHORIZATION ATTACHED?

E-MAIL ADDRESS

☐ YES☐ NO

ADDRESS of AUTHORIZED AGENT / ENGINEER (Include City and Zip Code)

PHONE NUMBER

FAX NUMBER

27. SIGNATURE of APPLICANT or ORGANIZATION

28. PRINT OR TYPE NAME

29. TITLE

30. DATE

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FEE CALCULATION -- FOR CALTRANS USE					
<input type="checkbox"/> CASH <input type="checkbox"/> CREDITCARD    NAME ON CARD _____    PHONE NUMBER _____					
<input type="checkbox"/> CHECK    NUMBER _____    NAME ON CHECK _____    PHONE NUMBER _____					
<input type="checkbox"/> EXEMPT <input type="checkbox"/> PROJECT EA _____ <input type="checkbox"/> DEFERREDBILLING (Utility)					
CALCULATED BY	(1)		(2)		
<b>REVIEW</b>	1. FEE / DEPOSIT	DATE	2. FEE / DEPOSIT	DATE	TOTAL FEE / DEPOSIT
1. _____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
2. _____ HOURS @ \$ _____ *			\$ _____		\$ _____
<b>INSPECTION</b>	1. FEE / DEPOSIT	DATE	2. FEE / DEPOSIT	DATE	TOTAL FEE / DEPOSIT
1. _____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
2. _____ HOURS @ \$ _____ *			\$ _____		\$ _____
<b>FIELDWORK</b>					
_____ HOURS @ \$ _____ *	\$ _____		\$ _____		\$ _____
<b>EQUIPMENT &amp; MATERIALS</b>	DEPOSIT	DATE	DEPOSIT	DATE	DEPOSIT
	\$ _____		\$ _____		\$ _____
<b>CASH DEPOSIT IN LIEU OF BOND</b>	\$ _____		\$ _____		\$ _____
<b>TOTAL COLLECTED</b>	\$ _____		\$ _____		
<b>CASHIER'S INITIALS</b>	_____		_____		\$ _____
<i>* The current hourly rate is set annually by Headquarters Accounting. District Office staff do not have authority to modify this rate.</i>					
<b>PERFORMANCE BOND</b>	<input type="checkbox"/>	DATE			AMOUNT \$
<b>PAYMENT BOND</b>	<input type="checkbox"/>	DATE			AMOUNT \$
<b>LIABILITY INSURANCE REQUIRED?</b>		<input type="checkbox"/> YES <input type="checkbox"/> NO			AMOUNT \$

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**INSTRUCTIONS**  
for completing page 4

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This page needs to be completed when the proposed project DOES NOT involve a City, County or other public agency.

Please answer all of these questions to the best of your ability, if they do not apply, please write N/A, do not leave any blocks blank.

In some cases, environmental studies may be required to fully determine the effects of the proposed project on the environment.

Your answers to these questions will assist departmental staff in identifying any physical, biological, social or economic resources that may be affected by your proposed project within the State highway right-of-way. And, to determine which type of environmental studies may be required to approve your application for an encroachment permit.

It is the applicant's responsibility for the production of all required environmental documentation and supporting studies, in some cases this may be costly and time-consuming. Please, if possible, attach photographs of the location of the proposed project.

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1. Will any existing vegetation and/or landscaping within the highway right-of-way be disturbed?
  2. Will the proposed project involve any soil disturbance within highway right-of-way (trenching or excavation)?
  3. Are there waterways (river, creek, pond, natural pool or dry streambed) adjacent to or within the limits of the project or highway right-of-way?
  4. Is the proposed project located within five miles of the coast line?
  5. Will the construction of the proposed project generate sounds greater than 67 decibels (i.e. jack-hammering, etc)?
  6. Will the proposed project incorporate land from a public park, recreation area or wildlife refuge open to the public?
  7. Are there any recreational trails or paths within the limits of the proposed project or highway right-of-way?
  8. Will the proposed project impact any structures, buildings, rail lines, or bridges within highway right-of-way?
  9. Will the proposed project impact access to any businesses or residences?
  10. Will the proposed project impact any existing public utilities or public services?
  11. Will the proposed project impact existing pedestrian facilities, such as sidewalks, crosswalks, or overcrossings?
  12. Will new lighting be constructed within or adjacent to highway right-of-way?
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